

Checklist for Plan Review Submittals

This list is intended to assist stakeholders in what documents will have to be submitted to the City of Fayetteville. This list is a minimal list and additional information may be required depending on scope of work.

Please contact the City of Fayetteville's Zoning Division to find out if the location is zoned for the project.

- **Is a Technical Review Committee (TRC) review required?** You can contact the City of Fayetteville's Planning Division (910-433-1612) to make an appointment if the following applies:
 - ❖ New nonresidential or multi-family development with two or more buildings; or
 - ❖ New single-building, non-residential development or additions with 2,500 square feet or more in gross floor area; or
 - ❖ New single-building multi-family development with eight or more dwelling units; or
 - ❖ Food truck courts
- **Site Plan.** A site plan is plan of the property showing the location of where you are either building your project or where you are locating.
- **An Appendix B.** An Appendix B is a form required by North Carolina Administrative Code to be submitted with plans. This form is a code summary of the project used by the City of Fayetteville to determine code compliance and life-safety requirements. A downloadable copy of this form can located at: <https://www.ncosfm.gov/codes> you can also view the state codes on this site for free.
- **Life-Safety Plan.** A life-safety plan is a scaled drawing showing all components for safety and egress routes. You can find more information at: <https://www.ncosfm.gov/media/156/open> be aware that all information listed may not be applicable to your project.
- **Construction Plans.** Construction plans show the scope of work being performed at the project location and are required to be to scale and clearly show the scope of work. Plans should include any building, mechanical, electrical, plumbing, and/ or fire work to be performed where applicable. Below is guidance on what is needed depending on your project:
 - ❖ Floor plan drawn clear and to scale showing at a minimum (**REQUIRED**):
 - Doors and door swing;
 - Room name or designation of purpose;
 - All plumbing fixtures;
 - Furniture and/ or equipment
 - Footpath from farthest point in building to exit door

- ❖ Plans sealed by a North Carolina registered design professional if:
 - 3000 square feet or more; or
 - Total construction costs is \$200,000 or more; or
 - Alters or affects the building's structural system; or
 - Changes the access or exit patterns; or
 - Changes the building's dead and/or live loads
- ❖ Pre-engineered metal building plans. Note that the design professional must be legally registered in North Carolina.
- ❖ Fire rated assemblies (wall, roof, etc.), rated penetrations, fire-stopping systems, and/ or fire & radiation dampers shown on plans with the U.L. system number and detail.
- ❖ Stair, wall, and/or other framing member detail
- ❖ Restroom accessibility details (handrails, toilet partition clear space {min. 5 ft.}, accessible lavatories, etc.)
- ❖ Door/ Hardware schedule
- ❖ Interior Finish
- ❖ Exterior wall detail
- ❖ Ramps, balconies, decks detail
- ❖ Roof covering and slope
- ❖ Wind design, seismic design, snow load, and shear wall detail
- ❖ All mechanical, electrical, and plumbing work will have to show all information in relation to the work such as:
 - All ductwork including size and cfm
 - All electrical circuits and size
 - All plumbing water and drain piping with size

The more information and clarity you provide on your plans will increase the speed and successful review of you project.

You can find more information on the City of Fayetteville's Permitting and Inspections Division website at:

<https://www.fayettevillenc.gov/city-services/development-services/permitting-inspections>